

Administrative Review Report

CLAYTON BD OF ED – 015-00860 – Gloucester County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	107	
Due Date	04/06/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Corinne Santos-Hernandez 03/16/2017 02:32 PM	The SFA must notify households of the students' eligibility for free or reduced price meals using the new revised Form 70 from 1/16. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS under the Training Tab, for further guidance. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	800	
Due Date	04/06/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Corinne Santos-Hernandez 03/16/2017 02:32 PM	The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: http://www.fns.usda.gov/fns-nondiscrimination-statement . Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	129	
Due Date	04/06/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Corinne Santos-Hernandez 03/03/2017 02:45 PM	Households must be notified, either in writing or verbally, of their eligibility status as approved for free or reduced price benefits. The SFA may e-mail the notification of the household's approval to the adult household member who signed the application. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. SFA is currently using the wrong form that was revised from 6/11. SFA should be using the correct Form #70 (Letter to Notify Household of Eligibility Status) was revised on 1/16.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	213	
Due Date	04/06/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Corinne Santos-Hernandez 03/16/2017 02:32 PM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation. SFA should be using the newly revised forms #244 from 8/16 and #242 revised from 8/15.

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Site Name		
Form Name	On-Site Assessment Tool	
Question #	810	
Due Date	04/06/2017	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Corinne Santos-Hernandez 03/16/2017 02:33 PM</p>	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>
Site Name	HERMA S. SIMMONS ELEM	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date	04/06/2017	
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>CAP Submitted JOE TURPIE 03/22/2017 10:28 AM</p>	<p>On Monday, March 27, 2017, all insulated breakfast bags will have a laminated copy of the Offer vs. Serve for Breakfast poster with the classroom roster. The teachers are to use this as reference for breakfast in the classroom. For Pre-K classrooms that receive lunch in the classroom, they will be given a laminated copy of the Offer vs. Serve: The 5 Meal Components for School Lunch poster for reference. Both documents are attached.</p>
Corrective Action History	<p>Flagged Corinne Santos-Hernandez 03/16/2017 02:33 PM</p>	<p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and lunch. Posting only a menu does not meet this requirement. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>
Site Name	HERMA S. SIMMONS ELEM	
Form Name	On-Site Assessment Tool - Site	
Question #	500	
Due Date	04/06/2017	
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>CAP Submitted JOE TURPIE 03/22/2017 10:19 AM</p>	<p>On March 24, 2017, all food service workers will be re-trained on the offer vs. serve policy for lunch. The Offer vs. Serve Manual (see attached document) will be used for this training. Additionally, cashiers will be given a reference sheet (see attached document) for reimbursable meals to be kept at their cash registers.</p>
Corrective Action History	<p>Flagged Corinne Santos-Hernandez 03/16/2017 02:33 PM</p>	<p>At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>
Site Name	HERMA S. SIMMONS ELEM	
Form Name	On-Site Assessment Tool - Site	
Question #	1410	
Due Date	04/06/2017	
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>CAP Submitted JOE TURPIE 03/22/2017 01:00 PM</p>	<p>Nutri Serve Food Management has been in discussions with US Foods about Buy American and the regulations. As we research any item that is not from the United States we will look for alternate items and if they are priced to high for us to use we will keep written record of this in each District beginning March 2017.</p>

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Flagged
Corinne Santos-Hernandez
03/16/2017 02:33 PM

The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.